

Facility:	CDC-	Date:	Page 1 of 5
Statute or Rule:	C NC N/A NE TA	<input type="checkbox"/> Plan of Correction <input type="checkbox"/> Exit Interview only	
A.R.S. § 36-882.M. Department notified in writing within 10 days of change of director	□□□□□		
A.R.S. § 36-883.02.A.C. Child care personnel shall apply for <i>Fingerprint Clearance Card</i> within seven working days of employment. Affidavit on file.	□□□□□		
R9-5-208 Changes Affecting License B.E. Services, space utilization, licensed capacity H.I.J. Written notification of change of controlling person/des. agent/resp. party (30 days)	□□□□□		
R9-5-301 General Licensee Responsibilities A.3 Change of director D.2 Immediate access B.1. Designates qualified individual to act in director's absence F. Mantoux TB test G. Staff with CPR/First aid on premises, vehicles, field trips B.2. Supervision of unqualified staff B.3. Staff attendance records I. Record of fire drills once/month (12 mos.)	□□□□□		
R9-5-302 Statement of Child Care Services A.1. Desc.of facility's child care svc./class A.10. Parent responsibilities A.2. Hours of operations A.11. Description of activities & pgrms A.3. Facility street & mailing address, phone A.12. Liability insurance carried by licensee A.4 Child enrollment & disenrollment proc. A.13. Medication administration procedure A.5. Charges, fees, payment requirements A.14. Accident & emergency procedures A.6. Child admission & release requirements A.15. Inspection reports available on-site A.7. Age-appr. discipline guidelines/methods A.16. Facility regulated by DHS; Dept.'s address, phone A.8. Transportation procedures A.17. Pesticide application procedures A.9. Field trip requirements & procedures A.18. Parental access to premises	□□□□□		
R9-5-303 Posting of Notices A. Posted conspicuously in facility A.6. Pres. of any comm. disease or infestation A.1. Facility license A.7.8.9. Notice of denial, revocation, suspension; A.2. Name of facility director A.10. Notice of availability of facility inspection reports A.3. Name of ind. desig. to act in direct. abs. B. Licensed capacity posted in each indoor activity area A.4. Fees and refund policy C. Notification of pesticide application A.5. Menus for the current calendar week	□□□□□		
R9-5-304 Enrollment of Children B.C. Emergency Information & Immunization Record (EIIR); Ready access to cards	□□□□□		
R9-5-305 Child Immunization Requirements A. Children's immunization records or exemption B. Attach copy to EIIR	□□□□□		
R9-5-306 Admission & Release of Children; Attendance Records A.1. Children's sign in/out records B. Roster documentation (12 mos.)	□□□□□		
R9-5-307 Suspected or Alleged Child Abuse or Neglect	□□□□□		
R9-5-308 Insurance Requirements	□□□□□		

C = Compliant NC = Non – Compliant N/A = Not Applicable NE = Not Evaluated TA = Technical Assistance

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R9-5-309 Gas & Fire Inspections	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-401 Staff Qualifications 1. Facility director 3. Teacher-caregiver 5. Teacher caregiver aide 2. Director designee 4. Assistant teacher-caregiver 6.7. Student-aide/Volunteer	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-402 Staff Records & Reports (12 mos.)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-403 Training Requirements A.1-17. Staff orientation within 10 days of hire B-D. 18 hours training every 12 mos, documentation E. CPR (participatory)/First aid requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-404 Staff-to-Children Ratios A. Infants 1:5, 2:11 3-year old children 1:13 1-year-old children 1:6, 2:13 4-year-old children 1:15 2-year-old children 1:8 5-year-old children 1:20 School-age children 1:20 B. Age-appropriate/developmentally-appropriate grouping B.1. Ratios based on youngest child in group B.3. Student-aide not counted as staff C.1. 2 staff on premises if 6+ children (including director/designee) C.2. 2nd staff person available within 15 minutes if 5 or fewer C.3. Infants not with older children if 6+ children D. Staff duties not simultaneous with child care duties E. Adequate personnel to perform administrative, food, etc.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-501 General Child Care Program, Equipment, Health and Safety Standards A.1. Health, safety or welfare of child not placed at risk of harm A.2.3. Drinking water accessible, available in indoor/outdoor activity areas A.6. Age-appropriate toys, materials, equipment A.9.a.c.d. Feeding chair standards/safety strap/tray/sanitize A.12. Facility premises, buildings, free from hazards A.13. Toys & play equipment maintained in good repair & in condition for intended use A.14. 68°- 82° in activity areas A.19. Toxic or flamm. materials, hazardous substances/child warning label, haz. equip. inaccessible A.21. Garden tools, cleaning equipment inaccessible C.1. Staff supervise each enrolled children at all times C.3. Children clean & clothing changed when soiled C.4. Activity schedule (with times) posted in activity area C.5. Lesson plans - dated & posted in activity areas (12 mos.) C.9. Child's personal products labeled, written approval, inaccessible C.11. Monitor child for sun exposure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-502 Supplemental Standards for Infants A.1. Provide wall-enclosed room, exits B.4. No screen time A.2-3. Indoor & outdoor activities C.1.a.b.c. Staff interactions with infants A.5. Tummy time C.1.d. Written daily record (3 mos.) A.7.b. Toys, materials, & equipment C.1.g. No soft pillows, toys in crib when child sleeping A.8. Crib standards C.1.h.i.j. Sanitize cribs, sheets, blankets updated (12 mos.) A.10. Crib spacing - 2 feet apart C.1.l.m. Written feeding instructions-posted A.11. Food labeled C.3.a.b. Bottles labeled, not propped B.2. If awake, 30 minute max in crib, swing, high chair	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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R9-5-503 Standards for Diaper Changing A.1. Sanitizable, seamless, smooth surface; Clear of unrelated items A.2.a.b.c. Handwashing sink: Water 86-110°, soap & single-use paper towels from dispensers A.3.4. 2 containers, lined & covered B.1.2.3. No food/prep in area; Water not drawn; Staff/food prep no diaper changing D. Written diaper changing procedures - post & implement E.1. Use separate wash cloth/towel only once for each child E.2. Wash & dry with child's labeled products E.3. Use single-use non-porous gloves E.4.5. Staff/children wash hands with warm water, soap E.6. Clean, sanitize, dry surface following each diaper change E.7. Use single-use paper towels from dispenser F.1. Inaccessible containers F.2. Maintain daily dated log of diaper changes (12 mos.)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-504 Supplemental Standards for 1 & 2 Year Old Children 1. If awake, less than 30 min. in crib, feeding chair, confinement 2. Toilet training plan 4. Prohibit screen time for 1's 3. Age-appropriate safe toys 5.d. Sippy cup labeled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-505 Supplemental Standards for 3-Year-Old, 4-Year-Old, and 5-Year-Old	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-506 Supplemental Standards for School-age Children A.1. Supervise child while en route to & from bathroom 3. Age-appropriate toys 4. Quiet study area provided	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-507 Supplemental Standards for Children with Special Needs A. Individual plan (12 mos.), updated D.1.2. Developmentally appropriate materials/assistance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-508 General Nutrition Standards A. Meals to be available D. Provide milk or juice if not provided by parent B. Time periods for meal service E. Age-appropriate nutritional requirements/Variety C. Meal pattern requirements & serving sizes F. One day supply G. Second servings available	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-509 General Food Service & Food Handling Standards A.B Sanitation - Every 12 months, Local ordinances/permit obtained every 12 mos. C.11. 100% full-strength fruit or veg. juice C.1. Wash hands before handling/eating food C.14. Special dietary instructions posted kitchen/activity areas C.2. Single use washcloth for inf/spec needs C.18 Weekly menu - Posted & dated C.7. Family style C18.e. Substitutions noted	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-510 Discipline & Guidance A.1. Reasonable rules & limitations B.4. Discipline not associated with: A.2. Teaches, models B.4.a. Eating, napping, sleeping, toileting A.3. Suggest alternative B.4.b. Medication A.4. Holds child to regain composure B.4.c. Mechanical restraint B.1. Discipline does not cause harm B.5. Not administered by another child B.2. No corporal punishment C.1 Separate child no longer than 3 minutes B.3. Abusive language C.2. Separate >10 minutes w/t interaction	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-511 Sleeping Materials & Equipment, Napping A.1. Cot, mat, crib accommodates child C. 18" between rows of cots or mats A.2. Clean sheet to cover mat E.1-5 Naptime standards: No direct contact with floor while napping, no T.V. A.3. Clean blanket/sheet to cover child A.4. Rug, carpet, blanket, or towel not used F.2 Storage for mats/cots from food, laundry, toilet A.5. Maintained in cleaned/repared cond'n	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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R9-5-517 Transportation – cont'd A.12. Maintain service records on premises B.3. List of children transported, copy of EIIR card C.D. Staff-to-child ratios met B.7. Children secured in seat belts B. Driver qualifications: B.11. Driver does not use telephone or audio headphones B.1.2. 18 years of age, Valid driver's license while vehicle in motion	□□□□□	
R9-5-518 Field Trips A.1. Written parental permission: Date & purpose, depart/return times, destination info B.3.4. List of children; Sufficient water A.2. Field trip plan: Names of participants, depart/return times, license #, destination info C. Attendance doc. A.3. Maintain field trip and plan (12 mos.) D,E. Proper identification B.1.2 Copy of Emergency cards & Plan F. Volunteer drivers G. 6+ children, teacher-caregiver + 1 staff	□□□□□	
R9-5-601 General Physical Plant Standards 1. Infant room - If capacity is more than 5, a second exit required 4. Diaper changing area in rooms with diapered children 7. Glass, mirrors, windows within 36" from floor constructed with safety glass	□□□□□	
R9-5-602 Facility Square Footage Requirements	□□□□□	
R9-5-603 Outdoor Activity Area C.1. Enclosed by fence E.1.2. Rubber material or resilient 6" fall surface C.1.a. Minimum of 4 feet high F. Asphalt or concrete not installed under swings or climbing equipment C.1.b. Secured to ground C.1.c. Open spaces do not exceed 4" H. Shaded area for each child occupying outdoor area C.2. Maintained free of hazards	□□□□□	
R9-5-604 Swimming Pools B.3. No portable pools	□□□□□	
R9-5-605 Fire & Safety A. Portable fire extinguishers (2A-10-BC) B.9. Fans mounted & inaccessible to children B.1. Designated exits unobstructed/unlocked B.10. Toilet room ventilation while children in bathroom B.5. Electrical extension cords not used B.6. Unused electrical outlets covered w/safety plug or insert B.15. Sprinkler system (12 mos) B.16. Fire extinguishers	□□□□□	
OTHER:	□□□□□	
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Documents requested:

NOTE: Deficiencies must be corrected immediately. An exit interview was conducted, deficiencies, if any, were discussed with the facility representative. This abbreviated evaluation is not all inclusive of ARS § 36-891 et seq and these rules. Other areas may be inspected at the Surveyor's discretion. The Department reserves the right to amend the findings of this document after programmatic review.

The Written Documentation of Correction is due within 10 days of receipt of the Statement of Deficiencies.

The Written Documentation of Correction was submitted at the time of the exit interview.